

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Titles: Long Range Planning Manager
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| <u>Revision Date:</u> | 9/07 |
| <u>EEO Code:</u> | Professional |
| <u>Status:</u> | Exempt (Admin) |
| <u>Control No:</u> | 30671 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Planning Director (Division Head), acts as a team leader with other planners, specifically supervising the Long Range Planning Section within the Planning Division; performs a high level of professional planning activities pertaining to long range planning including land use, transportation, zoning, demographics, economic development, and other areas of planning impact.

III. Essential Duties:

1. PROJECT REVIEW AND DEVELOPMENT

Develops and Updates General Plan Elements

- C Responsible division planner as “Keeper” of the Long Range plan.
- C Develops and directs division long range planning efforts in updating General Plan elements.
- C Coordinates plan updates with City Administration, other City Departments, and citizen groups.
- C Reviews applications for General Plan Amendments for conformance to the General Plan.
- C Processes necessary hearing notices.
- C Implements on-going education efforts to publicize and educate groups about the Plan.
- C Performs professional review of mixed use site plans, ensuring compliance with city development ordinances and policies.

Develops and Updates Neighborhood and Strategic Plans

- C Coordinates various sub-elements with affected City Departments.
- C Coordinates citizen participation.

Manages the Rezoning Process

- C Reviews rezoning applications for conformance to the General Plan.
- C Writes staff reports and recommendations for Planning Commission and City Council review.

2. CDBG PROGRAM

- C Responsible for administration of the City’s Community Development Black Grant (CDBG). program, including committee liaison, budget, contracting for program funding, monitoring. projects for compliance with federal laws, and payment approvals for sub-recipient contracts.
- C Responsible for required submittal documents to Denver HUD field office, including grant. application, comprehensive plan preparation, and quarterly and year-end reports.
- C Prepare and coordinate all CDBG public hearing notice requirements.
- C Responsible for familiarity with federal laws and HUD programs as they affect implementation of Black Grant programs on a local level .

3. PUBLIC CONTACT

- C Provides technical information and answers on a variety of questions relating to planning, zoning, development procedures to the public, including residents, developers, builders, architects, engineers, realtors, both at the planning counter and over the telephone.

4. PLANNING COMMISSION AND CITY COUNCIL INTERFACE

- C Researches and writes staff reports on specific projects and issues to be reviewed and acted upon by the Planning Commission and City Council.
- C Presents details and recommendations of reports to the Planning Commission and City Council at regular meetings and work sessions.
- C Involves and keeps the Planning Commission and City Council informed with various steps required to develop plans, projects, and updates.

5. TEAM LEADER AND SUPERVISOR

- C Assists staff planners and interns in the research, review, and coordination of projects, development applications, variance and special exception requests, and development issues.
- C Tracks projects through the approval process and keeps planning staff, applicants, and other inter-departmental staff informed as to status and progress.

IV. Marginal Duties:

- C Assists Planning Director in setting and managing the Planning Commission Agenda, staff reports, field trips, and meeting set-up.
- C Acts as a staff liaison to a volunteer citizen committee as assigned.
- C Performs other duties as assigned.

V. Qualifications:

Education/Experience: Bachelors Degree in urban planning, geography, public administration, or related field. At least five years of progressively increasing planning experience working in local government or comparable organization.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Certifications/Licenses: AICP (American Institute of Certified Planners) Certification preferred. Class C (Commercial Drivers License) required within 6 months of hire.

Knowledge of: Principles and practices of community development, local government operation and structures, urban planning and design; transportation, strategic planning, capital improvement planning, development review, Federal Land Use Law, Utah State Land Use Law, principles of public relations, map reading and interpretation, rudimentary math skills, and use of engineering and architectural scales.

Responsibility for: Managing City zoning approvals, helping City officials to make good decisions through the use of reliable information and appropriate recommendations, affecting the community and the activities of people for years to come; responsibility to supervise the workload and planning activities of at least two other planners or interns within the section as well as working effectively across section lines to achieve work goals of the Division; responsibility for care, condition, and use of materials, equipment, resources, etc.

Communication Skills: Ability to communicate relevant information to the public regarding City ordinances, procedures, and development standards; ability to communicate effectively verbally and in writing; ability to communicate effectively at the counter and over the phone with City employees, citizens, developers, and contractors; furnishing and obtaining information; ability to work effectively with upset customers in maintaining and improving the City's public image; ability to work in group situations using tact and judgement in finding and implementing creative solutions in a cooperative manner.

Tool, Machine, Equipment Operation: Frequent use of personal computer, scanners, cameras, electronic presentation equipment, telephone, fax machine, calculator, and copy machines.

Analytical and Implementation Skills: Ability to apply general principles of planning, City ordinances

and the City General Plan effectively; analyze and organize data and development information for effective public dissemination; establish goals and priorities; communicate verbally and in writing; use of innovation and creative design to implement City goals, policies, and programs.

VI. **Working Conditions:**

A constant need for viewing plans, documents, ordinances, maps, etc.; verbal interaction and listening skills necessary to deal effectively with the public; constant pressure and fatigue are present in this position due to daily exposure to sometimes stressful situations; overtime; work subject to on-going supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This update job description supercedes prior descriptions for the Same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVE BY: _____

DATE: _____